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Orange County Transportation Authority: Lou Correa, County of Orange

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moorpark

559 05.09.06

MEETING OF THE

ADMINISTRATION COMMITTEE

PLEASE NOTE DATE CHANGE

Thursday, September 14, 2006

9:00 a.m. – 10:00 a.m.

SCAG Offices

818 West 7th Street, 12th Floor

Conference Room San Bernardino A&B

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lisa Taylor at 213.236.1891 or taylorl@scaq.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scaq.ca.gov/committees/ac.htm

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

Southern California Association of Governments Administration Committee Roster

September 2006

Toni Young, Chair

Port Hueneme

Members

Aldinger, Jim
Baldwin, Harry
Bowlen, Paul
Burke, Yvonne
Dixon, Richard
Edney, Jon
Loveridge, Ronald
Lowenthal, Bonnie
Mikels, Judy
Nelson, Larry
Ovitt, Gary
Pettis, Greg
Roberts, Ron
Smith, Greig
Washburn, Dennis

Representing

Manhattan Beach
San Gabriel
Cerritos
Los Angeles
Lake Forest
El Centro
Riverside
Long Beach
Simi Valley
Artesia
San Bernardino
Cathedral City
Temecula
Los Angeles
Calabasas



ADMINISTRATION COMMITTEE

AGENDA

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TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

**Hon. Toni Young,
Chair**

2.0 ELECTION OF VICE CHAIR

3.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

4.0 REVIEW and PRIORITIZE AGENDA ITEMS

5.0 CONSENT CALENDAR

5.1 Approval Item

5.1.1 Minutes of July 6, 2006 Meeting 252
Attachment

5.1.2 Contract Amendments Over \$25,000 11
RC Attachment

5.1.3 2006-2007 California Trucking Association 16
Membership Dues
RC Attachment

5.1.4 2006-2007 CALCOG Membership Dues 17
RC Attachment

5.1.5 MOU with Clean Cities Coalition 18
RC Attachment

5.1.6 Continuing Cooperative Agreements (CCA)
between SCAG and Subregions
Mailed Separately



ADMINISTRATION COMMITTEE

AGENDA

| | | PAGE # | TIME |
|-------|--|---|------------|
| 5.0 | <u>CONSENT CALENDAR (continued)</u> | | |
| 5.2 | <u>Receive and File</u> | | |
| 5.2.1 | <u>Contracts/Purchase Orders \$5,000 to \$250,000</u> RC Attachment | 75 | |
| 6.0 | <u>ACTION ITEMS</u> | | |
| 6.1 | <u>Fulbright & Jaworski Contract</u> RC Attachment Recommended Action: Authorize renewal | Karen Tachiki, Legal Counsel 21 | 5 minutes |
| 6.2 | <u>Regional Housing Needs Assessment (RHNA) General Fund Request</u> RC Attachment Recommended Action: Approve | Hasan Ikhrata, Director, P&P 22 | 15 minutes |
| 6.3 | <u>I-710 (South) EIR/EIS MOU</u> RC Attachment Recommended Action: Approve | Alan Thompson, SCAG Staff 26 | 5 minutes |
| 6.4 | <u>Resolution 06-478-1 Conferring Designated Recipient Status to VCTC LACMTA, and OCTA for the Large Urbanized Areas (UZA's) for the JARC/New Freedom Programs</u> RC Attachment Recommended Action: Approve | Bob Huddy, SCAG Staff 39 | 15 minutes |
| 6.5 | <u>Approve Travel to IAP2 Conference in Montreal, CAN</u> Recommended Action: Approve | Hasan Ikhrata, Director, P&P 52 | 5 minutes |

ADMINISTRATION COMMITTEE

AGENDA

| | | PAGE # | TIME |
|------|--|------------------------|------------|
| 6.0 | <u>ACTION ITEMS (continued)</u> | | |
| 6.6 | <u>North Los Angeles County (NLA Co.)</u> <u>Subregion – Approve Payment of \$22,000</u> <u>Consulting Services</u> RC Attachment | Wayne Moore, 60 CFO | 5 minutes |
| 6.7 | <u>FY 2006-07 Overall Work</u> <u>Program (OWP) Amendment (2)</u> RC Attachment Recommended Action: Approve | Wayne Moore, 61 CFO | 10 minutes |
| 6.8 | <u>Revision to Regional Council Stipend</u> <u>and Meeting Expense Policy</u> RC Attachment Recommended Action: Approve | Wayne Moore, 66 CFO | 5 minutes |
| 6.9 | <u>Amendment to the SCAG Travel Policy</u> <u>and Guidelines</u> RC Attachment Recommended Action: Approve | Wayne Moore, 69 CFO | 5 minutes |
| 6.10 | <u>FY 2007-2008 Comprehensive</u> <u>Budget Development</u> RC Attachment Recommended Action: Approve | Wayne Moore 70 CFO | 10 minutes |
| 6.11 | <u>Increase Threshold for Approval</u> <u>of Contract Amendments</u> RC Attachment Recommended Action: Approve | Wayne Moore, 73 CFO | 5 minutes |



ADMINISTRATION COMMITTEE

AGENDA

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7.0 INFORMATION ITEMS

7.1 Audit Committee Report

**Hon. Paul
Nowatka, Chair**

7.2 CFO Monthly Financial Report RC Attachment

**Wayne Moore,
CFO**

95

5 minutes

8.0 FUTURE AGENDA ITEMS

Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes.

9.0 ANNOUNCEMENTS

10.0 ADJOURNMENT

The next meeting of the Administration Committee will be held on Thursday, October 6, 2006 at the SCAG offices.





**ASSOCIATION of
GOVERNMENTS**

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SSP 05.29.06

SUPPLEMENTAL ATTACHMENT FOR THE

ADMINISTRATION COMMITTEE & REGIONAL COUNCIL

Thursday, September 14, 2006

Continuing Cooperative Agreements (CCA) Between SCAG and the Subregions

Administration Committee Item 5.1.6 (RC Attachment)

Regional Council Item 3.1.6 (Attachment)

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REPORT

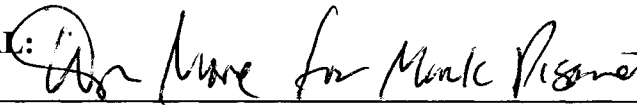
DATE: September 1, 2006

TO: Administration Committee
Regional Council

FROM: Audit Committee

SUBJECT: Amendments to Continuing Cooperative Agreements (CCA)

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the following amendments recommended by the Audit Committee, to the Continuing Cooperative Agreements (CCA) between SCAG and the Subregions:

1. Replace Section 11.e. of the CCA, to provide as follows:

"The Executive Director (or other designated, authorized signatory) of the Subregion shall sign an annual certifications and assurances form entitled "Affirmation of Subregion," which shall be provided to SCAG separately at the time this Agreement and annual, amendments to the Agreement are executed."

2. Replace the "Certification by the Subregional Executive Director," with the attached form entitled, "Affirmation of Subregion."

SUMMARY:

Several of the Subregions have expressed concern over the requirement to certify that the Executive Directors have read and understand the Federal, State and SCAG requirements cited in the CCA. As a result, most of the agreements have not been signed and some work cannot begin on the Fiscal Year 2006-2007 OWP. The Subregional Coordinators requested that the Audit Committee consider alternative language to the existing CCA language.

The Audit Committee convened a meeting on August 31, 2006 to consider the requested amendments to the CCA for Fiscal Year 2006-2007, and approved the referenced amendments.

BACKGROUND:

In an effort to strengthen the requirements for compliance with Federal, State and SCAG rules and regulations governing the expenditure of federal and state grant funds, at its April 19, 2006 meeting the Audit Committee adopted new language for inclusion in the 2006-2007 CCA. New language was added to the CCA that: 1) Recommended that Subregions consider adopting some form of fiscal oversight function, such as an Audit Committee or Finance Committee; 2) Required supporting documentation for all costs charged to the CCA; and 3) That Executive Directors of the Subregion certify that he/she has read and understands the rules and regulations cited in the CCA.

This third recommendation was of concern to the Subregions because, for one stated reason, they did not believe reading and understanding the rules, regulations and guidelines assured compliance with the same. The

REPORT

Subregional Coordinators proposed an “Affirmation of Subregion” statement, similar in form to the “Affirmation of Applicant” form that the SCAG Executive Director executes as part of the State’s annual Overall Work Program.

FISCAL IMPACT:

There is no fiscal impact.

Attachment: Affirmation of Subregion

Affirmation of Subregion

Name of Subregion:

Continuing Cooperative Agreement Number: XXX

Name and Title of Subregional Representative: T. Boss, Executive Director

I hereby certify, as Executive Director of _____(subregion), that (subregion) shall comply with all State and Federal statutes, regulations, executive orders, and directives referenced in the Continuing Cooperative Agreement and the SCAG Audit Guidance for Subregions, relative to the Overall Work Program with SCAG for the 2006/2007 fiscal year.

The assurance the Subregion makes herein applies to each Overall Work Program project for which the Subregion receives, or may later receive, SCAG assistance during the 2006/2007 fiscal year.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statement made by me on behalf of the Subregion, are true and correct.

Signed,

Date:

Name and Title: T. Boss Executive Director
Subregional Representative